DOCUMENT RESUME

ED 116 630 52 IR 002 869

TITLE South Carolina State Program for Library Development, 1975-1980. The Third Supplement to the 1972-1977 Program (FY 76 Amendments).
INSTITUTION South Carolina State Library, Columbia.
SPONS AGENCY Bureau of Libraries and Educational Technology (DHEW/OE), Washington, D.C.
PUB DATE 76
NOTE 59p.

EDRS PRICE MF-$0.76 HC-$3.32 Plus Postage
DESCRIPTORS Blind; Financial Support; Institution Libraries; Libraries; Library Cooperation; *Library Planning; Library Programs; *Library Services; Non English Speaking; Physically Handicapped; *Public Libraries; *State Libraries; State Programs; *Statewide Planning
IDENTIFIERS Library Services and Construction Act; Multitype Library Cooperation; *South Carolina

ABSTRACT

Goals and objectives for library services, 1975-1980, are presented by the South Carolina Advisory Council on Libraries as a supplement to the original South Carolina State Program for Library Development, 1972-1977. Goals for the state library are in the areas of financial support, reference and interlibrary loan service, centralized programs, consultant services, services to state government, library planning, and current national and state concerns. For public library service, goals are described for personnel standards, administration, and training; extension services to those in rural areas, and to the disadvantaged, and aged and homebound, and those of limited English-speaking ability; county services; metropolitan library services; and facilities. Standards, institutional support, consultant service, personnel, materials, service to professional staff, and special programs are discussed in relation to institutional library goals. Service to the blind and physically handicapped, interlibrary cooperation, area reference resource centers, public relations, a microfilm catalog shelflist, federal documents depository, ERIC, the interlibrary loan code, and intertype library cooperation are also covered. A final chapter contains an assessment of need for and feasibility of library service for those with limited English speaking ability. (LS)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

ED116630

SOUTH CAROLINA STATE PROGRAM

FOR

LIBRARY DEVELOPMENT

1975-1980

THE THIRD SUPPLEMENT TO THE 1972-1977 PROGRAM

(FY 76 Amendments)

IR 002 869

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

South Carolina State Library
1500 Senate Street
Post Office Box 11469
Columbia, South Carolina 29211

Publication of this document was partially funded under the Library Services and Construction Act (Public Law 93-133, FY 75) administered by the South Carolina State Library.

State of South Carolina

Office of the Governor

JAMES B. EDWARDS
GOVERNOR

DIVISION OF ADMINISTRATION
Edgar A. Brown Building
Columbia, South Carolina 29201

September 10, 1975

Miss Estellene P. Walker
The South Carolina State Library
1500 Senate Street
Columbia, South Carolina 29211

Dear Miss Walker:

The following documents have been reviewed by the Office of the Governor in accordance with OMB Circular A-95:

1. Amendment to the Basic State Plan for Library Programs under the Library Services and Construction Act; and

2. South Carolina State Program for Library Development, 1975-1980.

This letter is to indicate the approval of the submission of the documents to the Department of Health, Education, and Welfare. Your long-range planning, with the proper assessment of needs and the development of services to meet those needs, is a model for all agencies.

It is always a pleasure for me to review your planning documents. If I can assist you, please let me know.

Sincerely,

Elmer C. Whitten, Jr.
State Clearinghouse

ECWjr/cs

"Safety Belts — Save Lives and Reduce Injuries"

TABLE OF CONTENTS

			Page
Preface			iii
Introduction			iv
Chapter I: Implementation and Revision of the Program			1
Goal		Subject	
I	The State Library Agency		1
	IA	Financial support of library service	2
	IB	Reference and interlibrary loan service	3
	IB1	The materials collection	3
	IB2	State documents	4
	IC	Centralized programs	4
	ID	Consultant services	5
	IE	Service to State Government	5
	IF	Library Planning	6
	IG	Current national and State concerns	7
II	Public Library Service		7
	IIA	Personnel	8
	IIA2	Standards and administration	8
	IIA3	Training	9
	IIB	Materials	9
	IIB1	Book collections	9
	IIB2	Bibliographic tools	10
	IIB3	Periodicals	10
	IIB4	Duplicating equipment	11
	IIB5	Non-print media collections	11
	IIC	Extension services	11
	IIC1	Rural library service	11
	IIC2	Service to the disadvantaged	12
	IIC2a	Personnel	13
	IIC2b	Materials	13
	IIC2c	Interagency cooperation	14
	IIC3	Service to the aged and homebound	14
	IIC4	Service to persons of limited English-speaking ability	15
	IID	Larger units of service	17
	IID1	County development	17
	IIE	Metropolitan library service	18
	IIE1	Reference service	18
	IIF	Public library buildings	19
	IIF1	Planning and consultant service	19
	IIF2	Accessibility to the handicapped	19
	IIF3	Incentive grants	19

III Institutional Library Service 23
IIIA Standards 23
IIIB Institutional support 23
IIIC Consultant service 23
IIID Personnel 24
IIIE Materials 24
IIIE1 Book grants 24
IIIE2 Programs for small institutions 25
IIIF Service to professional staff 26
IIIG Special programs 26
IV Services to the Blind and Physically Handicapped 26
IVA Promotion and publicity 26
IVB The South Carolina Library for the Blind and Physically Handicapped 27
IVC Service at the local level 28
IVC1 Talking Book browsing collections 28
IVC2 Large-print book collections 28
IVC3 Participation in established programs 28
IVD Interagency cooperation 29
V Interlibrary Cooperation 29
VA Communications 30
VA1 TWX 30
VA2 WATS 30
VB Area Reference Resource Centers 30
VB1 Service to business, industry, and government 31
VB2 Cooperative services 31
VC Library Interpretation 32
VC1 Newsletter 32
VD Microfilm Catalog and Shelflist 33
VE Federal documents depository 33
VF ERIC 34
VG State interlibrary loan code 34
VH Intertype library cooperation 34
VH2 State-public-academic libraries 35
VH3 Special and private libraries 35

Chapter II: Library Service for South Carolinians of Limited English-Speaking Ability: An Assessment of Need and Feasibility 37

Appendix A: Basic State Plan for Library Programs 45

PREFACE

The revised State Program for Library Development, 1975-1980, is a supplement to the original South Carolina State Program for Library Development, 1972-1977. It should be used in conjunction with the basic document. Background information, statistical data, standards, and criteria remain valid and have not been duplicated.

On February 13, 1975, the Advisory Council reviewed the goals and objectives of the state program and determined that they are still valid. One new objective was added as a result of the Education Amendments of 1974 which mandated a new priority for the Library Services and Construction Act: public library service for persons of limited English-speaking ability. Chapter II reports on the investigation of this matter, the findings, the proposed program, and the criteria for service.

The current revision of this long-range program was made in April-May, 1975, when South Carolina and the nation were in the midst of an economic recession. The financial outlook for FY 76 was uncertain. The future of LSCA was unknown pending Congressional action on the President's budget proposals. The General Assembly had acted to reduce state appropriations.

In view of these facts, the Advisory Council members were asked to establish priorities for the FY 76 program. Their recommendation was that the first priority should be the continuation of reference and interlibrary loan services for all libraries. Second priority was given to maintaining the state agency's capability for providing planning and consultative services for public and institutional libraries. Concerning grant programs, it was recommended that the Periodicals Project be continued and that remaining funds be applied toward the various programs of service to the disadvantaged and, if possible, to the Book Collection Improvement Project.

INTRODUCTION

The South Carolina State Program for Library Development was prepared as a means of implementing the Library Services and Construction Act, as amended by Public Law 91-600, 1970, within the state.

> *It is the purpose of this Act to assist the States in the extension and improvement of public library services in areas of the States which are without such services or in which such services are inadequate, and with public library construction, and in the improvement of such other State library services as library services for physically handicapped, institutionalized, disadvantaged persons, in strengthening State library administrative agencies, and in promoting interlibrary cooperation among all types of libraries.*[1]

The State Program has been reviewed and revised in accordance with changing needs as demonstrated by an evaluation of current programs and services. The Program was developed by the South Carolina State Library in consultation with the LSCA Advisory Council and the OE Regional Program Officer for Region IV. The revised edition will be distributed by placing one copy of the completed plan in each county library headquarters with appropriate publicity in state and local newspapers and in library publications to inform the general public and librarians of its availability.

---

[1] Library Services and Construction Act, P.L. 91-600, December 30, 1970.

CHAPTER I: IMPLEMENTATION AND REVISION OF THE PROGRAM

The State Program for Library Development, 1972-1977, projected goals and objectives to be implemented by a series of integrated programs and activities designed to move progressively nearer to realization of library goals each year. These goals and programs are here reviewed, with a resume of activities and accomplishments in 1974-75, and revised or extended as required by circumstances.

Goal:

I. To strengthen the State Library agency for the purpose of providing statewide library leadership and services.

Summary, 1974-75: The General Administration project was continued, incorporating planning, budgeting, accounting, records, administration of grant programs, and related activities. The new position of deputy librarian was filled. The incumbent will share general administrative responsibilities and have responsibility for planning activities.

Due to the rapid growth of service from the Regional Library for the Blind and Physically Handicapped, the responsibilities of the Consultant for Special Programs were divided and a new consultant assumed responsibility for development of service to institutional libraries as outlined in Goal III. Another person was added to the field service staff with special responsibility for the development of audio-visual resources and of the new film service for public and institutional libraries (see Goal IC1). Due to a state freeze on employment at the time of budget presentation, no new personnel could be requested for FY 76.

Implementation:

1975-76: In order to comply more closely with LSCA guidelines, the former General Administration project will be divided into two projects: Administration (of LSCA) and General Operations (of the State Library). These will be coordinated with the Strengthening the State Library Agency project (Goal IB1).

1976-1977: Continuing plans for growth and development, the State Library will request the addition of personnel for the Federal Documents Depository (Goal VE) and necessary clerical personnel.

1977-1978: The Administration project and General Operations project will be continued with any necessary revisions. The State Library will request the addition of a specialist in children's services (see Goal ID) and another professional assistant and clerk-typist in technical services to support the acquisitions program (see Goal IB1).

1978-1979: The State Library will request the addition of a pre-professional reference assistant to support expanding service programs (see Goal IB) and a clerk-typist to keep pace with increased records and administrative correspondence. A coordinator of Adult Services to work with public and institutional libraries (see Goal ID) will be requested.

1979-1980: The Administration project and General Operations project will be continued with any necessary revisions. The State Library will renew requests for any positions outlined above which have not previously been approved.

Goal:

IA. To develop equitable and sufficient financial support for library service from local, State, and federal levels.

1. To develop state standards for financial support of libraries.

2. To provide State financial aid to equalize resources and services across the state and to reimburse strong libraries which serve as resource centers for areas beyond their service boundaries.

Summary, 1974-75: In October 1974 the Public Library Section and Trustee Section of SCLA agreed to request an increase in State Aid from 35¢ to 50¢ per capita for FY 76. The State Library included this request in its total budget request, and preliminary plans were made for a campaign in its support. By the time the State began consideration of budget proposals, an economic recession had begun and the State's anticipated revenues were sharply reduced. General budget cuts were proposed by Ways and Means. After meetings with the Governor, the Budget and Control Board, the Senate Finance Committee, and the House Ways and Means Committee, the State Library withdrew its request for a 15¢ per capita increase in order to protect present levels of support. Later a proposed cut in State Aid was defeated in the Senate. The request will be renewed when the economic outlook is more propitious.

Adoption of a new State Aid formula, including an equalization plan, still awaits adoption of the constitutional amendment on local taxation and completion of the statewide reassessment program.

Goal:

IB. To provide a comprehensive collection of information and materials and in-depth reference services supplementing the resources of public and institutional libraries.

Summary, 1974-1975: Reference and interlibrary loan service continued with substantial growth in service in both areas. Interlibrary loan continued to benefit from the new In-WATS telephone service. Distribution of the State Library's catalog on microfilm to all headquarters libraries also contributed significantly to the interlibrary loan service. Staff members held four regional workshops on reference tools and techniques for non-professional public library personnel.

Implementation:

1975-1980: In keeping with the mandate of the Advisory Council, Reference and Interlibrary Loan programs will continue to have first priority on planning and funding. By answering reference and interlibrary loan requests

received from libraries throughout the state; selecting materials to be added to the general reference collection; advising local libraries on the maintenance of a useful reference collection; planning and providing workshops on reference service for library employees, these programs benefit all South Carolina libraries. Every effort will be made to maintain and improve the level of service. Annual budget requests will stress the importance of this program, until adequate State funding is obtained for this service. Projected plans call for addition of another pre-professional reference assistant after 1978-79.

Goal:

IB1. To expand existing book and periodical collections to meet increasing reference and interlibrary loan needs.

Summary, 1974-1975: The new project, Strengthening the State Library Agency, replaced the former Technical Services project. Through this project, the Technical Services staff directs the selection, acquisition, and processing of all materials and books used in the library program at the State level. They are responsible for the maintenance of the collection and the catalog at State level.

With $77,000 in State funds allocated for the project and $88,000 in LSCA funds, a substantial increase was made in the acquisitions budget. Efforts were directed toward building the collection in depth in order to better serve libraries and State government. The budget increase helped compensate for the rising cost of books and also permitted noticeable improvements in the collections.

Implementation:

1975-1980: The project for Strengthening the State Library Agency will be continued with the goal of substantially expanding and strengthening the library's collections in order to better serve the libraries of South Carolina. Efforts will be made to continue increased State funding for this program, raising budget requests each year until dependence upon Federal funds is reduced.

Goal:

IB2. To maintain a complete collection of State documents plus a strong collection of local documents.

Summary, 1974-1975: The State Library continued to develop its collection of documents, accelerating the acquisition of current items and building backlogs of older documents obtained from local libraries, state agencies, and other sources. The State Library and the Legislative Council again worked for passage of a Document's Depository and Distribution Law designating the State Library as central depository for all state documents, providing for the collection, listing, and distribution of state publications to designated depository libraries around the state, and designating the State Library as exchange agent to distribute and receive documents from other states. Legislation was drafted, but due to misunderstandings over its purpose, it was still in committee when the General Assembly adjourned.

Implementation:

1975-1976: With the assistance of SCLA, the State Library will again work for passage and funding of the Documents Depository Law. If passed, it will be implemented by the State Library and designated depository libraries.

1976-1977: The State Library, working with the Area Reference Resource Centers, will develop plans for the identification, collection, and maintenance of local government documents.

1977-1980: The programs above will be continued and consolidated.

Goal:

IC. To centralize at State level programs and functions which cannot be handled economically or effectively by individual libraries.

1. To provide access to collections of audio-visual materials and of other new forms of communications media.

2. To establish a last copy depository for little used, or out-of-print materials, including fiction.

Summary, 1974-1975: Moving ahead of scheduled plans when a favorable opportunity arose, the State Library negotiated with the University of South Carolina's Instructional Services Center to develop a film program for public and institutional libraries. Agreement was reached in 1974 and contracts signed for the service which was initiated in 1974-75. The State Library budgeted $75,000 for the first year of the program. The Instructional Services Center acquires and maintains a collection of films of general adult interest selected to supplement the resources of South Carolina libraries. These films are in such subject areas as fine arts, crafts, travel, history, music, and other areas of interest to adults. The State Library has employed an audio-visual specialist to coordinate the program and to work with public and institutional libraries in developing media programs. A series of workshops were held to instruct library staff members in the use of equipment and the utilization of films. The State Library's collection of filmstrips and cassettes was substantially enlarged (see Goal IIC 2b).

Implementation:

1975-1976: The Film Program will be continued and expanded. The State Library will seek legal authorization and funding for a last copy depository. Policies and guidelines for the service will be developed in cooperation with a committee of the South Carolina Library Association and/or representatives of types of libraries.

1977-1978: When authorization and funding for the last-copy depository are obtained, housing and staff will be arranged and service initiated.

1978-1980: Provided the last-copy depository has been funded and begun successful operations, the State Library will explore other possible centralized services with public and institutional libraries.

Goal:

ID. To provide consultant services for public, institutional, and other libraries of South Carolina.

Summary, 1974-1975: The State Library continued the on-going Field Services project which is responsible for the administration of State Aid to county and regional libraries and provided the means of supervision and direction through which LSCA Title I projects were put into effect. The field staff provided direct assistance in establishing and improving public library service. Activities took the form of supervision of new systems, orientation and supervision of inexperienced or untrained librarians, consultation and advisory assistance to professional librarians or library boards in overcoming local problems, assistance in planning and carrying out progressive measures for the improvement of library service in the area served, and planning and general supervision of specific LSCA projects such as Library Service to the Disadvantaged.

Implementation:

1975-1977: The Field Services project will be continued on essentially the same basis. The staff members will have responsibilities similar to those outlined above and will also assume additional responsibilities for supervision of new programs as they develop. As the level of library service in the state improves and public libraries become more sophisticated, field service assignments will tend to become more specialized. Eventually, staff members may be assigned to specific areas of development.

1978-1979: Provided the authorization sought in 1977-1978 under General Operations (Goal I) is obtained, a Coordinator of Children's Services will be added to the field staff. This individual would guide and assist local librarians in planning and developing special programs for children and will be responsible for state-wide planning for children's services, guidance and training for local personnel, and coordination of public library services for children with programs of public school libraries (see Goal VH1).

1979-1980: Provided the authorization sought in 1978-1979 under General Operations is obtained (Goal I), a Coordinator of Adult Services will be added to the field staff. This individual would guide and assist local libraries in planning and developing special programs for adults, including the aged.

Goal:

IE. To provide special information and research services to State Government and State Government agencies.

Summary, 1974-1975: The on-going Reader Services project was continued, providing reference and research services to legislators, officials, and State agencies. A member of the reference staff was assigned as liaison to the General Assembly during the legislative session. Staff members gave library orientation to State secretarial employees as part of the Desk Set training programs sponsored by

State Personnel and ETV. Orientation visits to the library were also provided for personnel in divisions of several State agencies. Special bibliographies were compiled for the use of State employees and agencies. Promotion aimed at increasing awareness of services available was continued by means of direct contacts with agencies, monthly publication of New Resources for State Government and State Agencies, and occasional publicity in other State publications.

Implementation:

1975-1976: The Reader Services project will be continued to the fullest extent possible. Until such times as the position of legislative reference assistant is authorized, a member of the regular reference staff will continue to serve legislators, committees, and legislative aides within the limits of existing resources.

1976-1977: The staff will develop guidelines for and assist State agency personnel in coordinating specialized working collections within State agencies with total State resources.

1977-1979 or thereafter: When additional reference personnel is approved (under General Operations, Goal I) and necessary funds for photocopying and postage are obtained, the State Library's Reader Services staff will initiate a Current Awareness project--scanning new publications to identify significant articles or data and routing citations or copies to key State personnel.

Goal:

IF. To coordinate library planning for total library service.

Summary, 1974-1975: Throughout the year, present staff continued work on the State Program for Library Development--reviewing data, testing criteria, evaluating projects, and revising goals and standards. Special attention was given to the development of the new Film Program, service to the blind and physically handicapped, and service to state institutions. A needs assessment on service to persons of limited English-speaking ability was made and plans developed for programs of service.

Implementation:

1975-1976: Under the general supervision of the State Librarian, responsibility for many major planning and evaluation activities will be transferred to the new Deputy Librarian. This will include activities related to the LSCA long range program and annual program.

1976-1980ff: While continuing statewide planning activities, the State Library will develop programs to assist local libraries in long-range planning, including (but not limited to): workshops, seminars, consultants, information programs.

Goal:

IG. To encourage and assist individual libraries to respond to current and changing national and State concerns.

Summary, 1974-1975: The major activity of the year was implementation of the American Patriot Reading Club for young South Carolinians being conducted during the summers of 1974 and 1975. The State Library was awarded a grant by the South Carolina American Revolution Bicentennial Commission to underwrite the program. The purpose of the reading club is to better inform South Carolina youth about national and State history, to stimulate an appreciation of our historic and cultural heritage, and to promote interest in the American Revolution Bicentennial. Emphasis is upon American and South Carolina history of the Colonial, Revolutionary, and Constitutional periods. The State Library and an advisory committee of children's librarians planned the program which is being carried out under the supervision of one of the Field Service staff. Staff members developed reading-buying lists of books on topics relating to the Revolution and American history, planned and distributed the statewide publicity, oversaw the development of needed art work and materials, and advised local libraries in planning activities. Public, institutional, and military libraries are providing reading materials; and library staff members are conducting the reading club at the local level. Local county history societies have been asked to cooperate in planning and sponsoring activities to supplement the reading program.

Implementation:

1975-1976: Emphasis will continue to be upon the celebration of the American Revolution Bicentennial. During the summer of 1975, the American Patriot Reading Club will be held again with some variation in activities and materials. The State Library has produced a special reading list, "Historic South Carolina - A Literary Tour of the State," which will be distributed throughout the state by local libraries and the South Carolina Parks, Recreation, and Tourism Division. During 1976 the State Library will promote and coordinate participation by public and institutional libraries in the American Issues Forum, the bicentennial program sponsored by the National Endowment for the Humanities and ALA. The Field Staff will work with local libraries in planning and promoting activities designed to focus attention upon the Bicentennial and to stimulate use of libraries.

Libraries will be aided and encouraged to develop special programs and services in response to needs generated by the economic recession. Publicity promoting the library as a source of information and assistance is already underway.

Goal:

II. To expand and improve public library service throughout the state, providing access for every resident, so as to further the educational, economic, and cultural enrichment of all citizens.

Summary, 1974-1975: The release of 1972-73 LSCA funds enabled the State Library to implement a special project to aid public libraries. Under the Library Development Project, each library qualifying for State and Federal aid was invited to submit an application for funds. Applications were based upon a careful analysis of local needs, formulation of objectives, and development of a program of action to meet those objectives. Twenty-five library systems applied for and received grants of 16¢ per capita, totalling $336,137.00. The resulting projects varied greatly in nature. Several were designed to extend services to new groups through outreach methods. Others were intended to strengthen existing services, such as service to children or reference service, by adding trained personnel and resources. Libraries purchased books, equipment, audio-visual materials, and other items to enrich and enlarge their service to patrons. For many this was the first opportunity to expand resources beyond the traditional printed materials. Due to the time schedule, implementation of most of these projects carried through FY 75. The Library Development Project has made possible numerous innovative and/or experimental activities in libraries and encouraged staff members to undertake new programs which might not have been done without the stimulus of this project.

Implementation:

1975-1976: The release of rescinded FY 75 funds late in the fiscal year enabled the State Library to renew Library Development grants for those projects continuing into FY 76 which were judged beneficial and effective.

1976-1977ff: Many of the Library Development projects will be continued as part of the expanded Outreach Project in future years. When opportunities present and funds are available, the State Library will continue to initiate similar projects to meet current conditions.

IIA2. To continuously review, revise, and upgrade personnel standards, position classification plans, and salary schedules.

Summary, 1974-1975: The salary standards adopted by the SCLA Public Library Section in 1973 have been implemented by most public libraries. The State Librarian is representing the State Library on the Standards Committee working on another revision of the salary standards. It is anticipated that these will be approved by the Section in October 1975. Field Service Librarians advised and assisted librarians in complying with new regulations resulting from the Fair Labor Standards Act.

1975-1976ff: When the new standards are adopted, the field staff will assist local librarians in reviewing budgets and revising position classification plans in order to achieve the standards as rapidly as possible. The current certification program will be continued. Greater emphasis will be placed upon certification and utilization of pre-professional staff.

Goal:

IIA3. To provide training opportunities including but not limited to:

a. Refresher courses and travel study grants for professional librarians.
b. In-service training for non-professional personnel.
c. Workshops and/or travel grants as well as orientation programs for public library trustees.

Summary, 1974-75: The Workshop and In-Service Training Project continued. Five scholarships were granted to non-professional staff members of county and regional libraries to attend courses in library science. But because of the decrease in the number of undergraduate courses available and because of special needs, more emphasis was given to workshops given or sponsored by the State Library. The reference staff presented four regional workshops on reference tools and techniques for non-professional public library staff members. The Field Service Librarian for Audio-Visual Programs held four training sessions on the use of 16mm. films. Mrs. Augusta Baker, assisted by Miss Carolyn Peterson, directed a workshop on service to children for public and institutional librarians.

State Library staff members were also given training opportunities. A member of the Field Service Staff attended a seminar for library consultants at Syracuse University. The cataloger attended a workshop at FSU on revisions of the cataloging code. Two members of the Reader Services Staff made a study visit to the Ohio State Library to observe reference and interlibrary loan methods. The assistant to the Director of Library Service to the Handicapped attended the Southern Conference of Librarians for the Blind and Physically Handicapped.

Implementation:

1975-1976ff: The Workshop and In-Service Training Project will be continued to provide scholarships and training opportunities for professional and non-professional librarians and for library trustees. In addition to formal courses offered by academic institutions, the State Library will also plan special workshops given by staff members or consultants to support current programs and activities. Among these in 1975-76 will be workshops on the utilization of audio-visual materials and on outreach methods.

Goal:

IIB. To provide collections of print and non-print media with supportive equipment adequate to meet the informational needs of the library public.

1. To strengthen basic book collections.

Summary, 1974-1975: Because of the initial recission of LSCA funds, it was not possible to implement a full Book Collection Improvement Project at the beginning of the year. Grants were made to four libraries having less than one book per capita in an effort to raise holdings to that level. Upon the release of LSCA funds, grants of 10¢ per capita were allocated to all eligible county and regional libraries. Actual expenditure of funds will extend into FY 76.

Implementation:

1975-1976ff: Local funds and State Aid will continue to provide basic library materials of all types. As increases in State Aid are obtained, additional funds will be channeled primarily into materials and personnel budgets.

Each year that LSCA appropriations permit, local and State funds will be supplemented by means of the Book Collection Improvement Project. Under this project each library which qualifies for State and Federal aid receives a grant with which to purchase or rebind standard titles for adults, young people, and children. Grants are contingent upon maintenance of local effort and selections are made from standard book selection tools. The emphasis of the project may change from year to year to meet changing needs.

Goal:

IIB2. To assure that each library unit has current basic bibliographic tools appropriate for the level of service.

Summary, 1974-1975: The Checklist of bibliographic tools prepared by the State Library staff during the previous year was distributed as a supplement to State Aid Regulations in 1973-74. Each year the Field Services staff works with individual libraries to insure that these titles are kept current by State Aid purchases.

IIB3. To strengthen print and microfilm periodical collections.

a. To provide reading equipment necessary for utilization of microfilm materials.

Summary, 1974-1975: The BCIP: Periodicals Project was continued for this year giving qualifying libraries grants to add periodical subscriptions of reference value to their collections. Grants were increased to cover rising subscription costs. During 1974, in connection with the Microfilm Catalog and Shelflist project under Title III, microfilm readers were purchased for those libraries not already owning them. The primary purpose of this was to enable these libraries to make use of the State Library's Microfilm Catalog for purposes of reference and interlibrary loan service. However, many libraries took this opportunity to begin building microfilm periodical holdings. The Field Staff continues to work with a number of libraries in developing periodical holdings policies in order to insure wise development in this area.

Implementation:

1975-1976ff: The on-going BCIP: Periodicals Project will be continued. By this means libraries which qualify for State and Federal aid are given grants to add periodical subscriptions of reference value to their collections. State Aid and grant funds when available will be used to permit building of stronger microfilm collections.

Goal:

IIB4. To provide duplicating equipment for supplying copies of material that cannot be loaned.

Implementation:

1975-1976 or thereafter: Subject to the availability of funds, an Equipment Project will be developed to assist libraries in acquiring, replacing or supplementing photocopying machines or other duplicating equipment needed for library service.

Goal:

IIB5. To assist libraries in building essential non-print media collections.

Summary, 1974-1975: Libraries participating in the Book Collection Improvement Project were able to use 10% of the grant to purchase audio-visual materials. A majority of libraries also used Library Development funds in this area, some in support of juvenile programs, others in support of adult programs. By this means, most public libraries are beginning to build collections of filmstrips, cassettes, recordings, large prints, and slides. The State Library strenghtened its own filmstrip collection which is available to public and institutional libraries on interlibrary loan.

1975-1976ff: As book collections reach acceptable levels, both numerically and in quality, libraries will be encouraged to use State Aid funds and when available grant funds to further develop non-print collections.

Goal:

IIC. To extend library service to groups and individuals unable to utilize conventional means of service for reasons of economic, educational, social, cultural, or geographical handicaps.

1. To provide adequate access to library service in rural and other isolated areas by strengthening and expanding library extension programs.

Summary, 1974-1975: Continued emphasis was placed upon strengthening and extending service in Chesterfield, Clarendon, McCormick, and Williamsburg counties where bookmobile service has been initiated by means of contracts with neighboring libraries. With the availability of Revenue Sharing funds, a number of libraries received bookmobiles during the year.

As these arrive, the field staff is assisting most libraries in reviewing and evaluating bookmobile service for the purpose of reorganizing schedules and activities in order to reach more people. A number of systems, including the Orangeburg, Pickens, Williamsburg, and Laurens County Libraries, opened new branch libraries which will permit more patrons outside the metropolitan areas to utilize library services. Greenville County opened a new suburban branch which makes service more accessible to a large population group.

Implementation:

1975-1980: The Field Services Project will be the instrument for coordinating State and local efforts to extend library service to groups and individuals not now being reached. The field staff will work with local librarians in reviewing extension methods; evaluating the effectiveness of branches, bookmobiles, and stations; and, where necessary, devising new outreach activities. Programs and activities will be coordinated with the Project described below.

Goal:

IIC2. To plan, develop, maintain or expand programs of service for the disadvantaged with emphasis upon innovative outreach activities.

Summary, 1974-1975: Nineteen Rural and Urban Disadvantaged Projects continued in effect during 1974-75 under the supervision of the field staff. Grants were offered to twelve other counties for new projects. Three libraries were able to initiate programs during the year, and several are still exploring means of service. One county established an outreach program with state funds.

Under the Library Development Project mentioned above, a number of libraries expanded outreach activities for 1974-75. With experience and increasing confidence, library staff members have become more skilled in outreach work, especially with the disadvantaged population. The Disadvantaged Projects have had effects far beyond the locales and population groups originally designated as targets. They have been the instruments for changing staff and public attitudes concerning library goals and services, in bringing new groups of users into the library to participate in traditional activities, and in revealing additional areas of service to be explored.

Implementation:

1975-1976ff: The ongoing Disadvantaged Projects and the Library Development Project will be continued with necessary revisions. The efforts of the State Library will be directed toward melding service to the disadvantaged into the total library program - maintaining emphasis upon meeting the special needs of the disadvantaged but making the service a regular permanent function rather than a "special" project. Efforts will continue to develop programs in counties not yet recognizing responsibilities for outreach activities.

Special interest will center on the Greenville Outreach Project being conducted as a pilot program under the Library Development Project. This program coordinates all outreach activities from the library, including service to the disadvantaged, senior citizens, institutionalized, handicapped, and other groups. Ideas and methods tested in this program will be applied elsewhere.

Goal:

IIC2a. To provide competent personnel having the special training and personal qualifications needed for outreach work by recruitment, salary supplements, and training programs.

Summary, 1975-1976: Having successfully demonstrated the importance of qualified personnel for this program, it is no longer considered necessary to maintain a special salary project. Hereafter, where applications demonstrate a need for assistance with personnel, increased salary funds will be incorporated into the regular grants-in-aid under the Disadvantaged Project.

Implementation:

1975-1976: An outreach workshop will be held to train staff members of public libraries in new methods of serving individuals and groups having special needs - not only the economically disadvantaged, but also the aged, the handicapped, the institutionalized, and persons of limited English-speaking ability.

Goal:

IIC2b. To develop collections of material suitable in format, subject, interest, and reading level for use with the disadvantaged.

Summary, 1974-1975: Grants to local libraries for purchase of special materials were made under the Urban Disadvantaged and Rural Disadvantaged Projects described above and under the Library Development Project. In addition, the State Library made available to libraries the collection originally established under the Materials for the Disadvantaged Project in 1971-72 and strengthened in 1974-75. It includes an examination collection of print materials useful in serving the disadvantaged to aid librarians in acquiring materials as well as a central loan collection of audio-visual materials needed in the program for the disadvantaged conducted by county and regional libraries. This collection, including filmstrips, recordings, cassettes, slides, etcetera, is available on a scheduled loan basis. The interest is to prevent expensive duplication of audio-visual materials.

Implementation:

1975-1976: Funds for materials will again by included in the grants made for the Disadvantaged Projects. The Materials for the Disadvantaged Project will be continued insofar as necessary to maintain the collection of filmstrips and cassettes available to public and institutional libraries on interlibrary loan.

1976-1977ff: Libraries will be encouraged to meet the needs of the disadvantaged through the regular materials budget financed by local and State funds.

Goal:

IIC2c. To promote mutual cooperation between libraries and other State and local agencies serving the disadvantaged.

Summary, 1974-1975: Activities in this area were shared among the librarian and field staff. The State Librarian represented the library on the OEO Interagency Council, the group responsible for coordinating the work of state agencies among the disadvantaged. She participated in the Governor's Conference on Human Resources and, as a result, served as chairman of the Information and Referral Committee for Social and Health Services. Members of the field staff represented the State Library on local coordinating bodies such as the Advisory Council for Project WOW in Greenville county, the South Carolina Family Relations Council, and the Easter Seal Society.

Goal:

IIC3. To explore and test new methods of reaching the aged and homebound.

Summary, 1974-1975: The Greenville Outreach Project mentioned under Goal IIC2 was intended to serve as a pilot project of service to the senior adult and homebound. Because of the many activities undertaken it was not possible to develop this phase of the program adequately in FY 75.

Implementation:

1975-1976: Service to the aged and homebound will be an objective of the Greenville project in FY 76.

1976-1977: The pilot project will be evaluated and successful findings will be disseminated by suitable publicity, workshops, and field trips. The Field Services staff will work with other libraries in developing local programs. The project will attempt to establish means of identifying target populations, to identify special materials and equipment needed, to test delivery systems, to explore ways of using volunteer workers, and to frame guidelines for future service. Working with representatives of the Interagency Council on the Aging, the Easter Seal Society, the Department of Welfare, and other interested agencies and organizations, the State Library will also undertake to study the special library needs of the senior adult and homebound and to develop a plan for service. The aim will be to develop service for the aged and homebound within the concept of "service for all people using appropriate techniques to serve groups with special needs or characteristics," as set forth in the new Goals and Guidelines for Community Library Services.

Goal:

IIC4. To plan, test, and develop means of extending public library service to persons of limited English-speaking ability who by reasons thereof have difficulty utilizing established library services.

Summary, 1974-75: This was a year of assessment and planning. The State Library examined statistical sources, conferred with representatives of educational, labor, and welfare agencies, and consulted with local librarians in order to identify areas having concentrations of persons of limited English-speaking ability and to assess the need for special library services. Projects and programs to meet identified needs were planned. (See Chapter II for needs assessment.)

Implementation:

1975-1976: Grants-in-aid for pilot projects will be made to the three metropolitan libraries having identifiable groups of persons of foreign stock and to two other county libraries serving areas where substantial numbers of migrant laborers are employed during the harvest season. The purpose will be to further explore needs for service and to experiment with methods of extending service. In each case projects will be developed at the local level and tailored to fit local conditions. Grant funds may be used for planning purposes and for the purchase of reading materials, audio-visual materials, or supplies needed in carrying out the projects. Special emphasis will be given to current foreign language periodicals and newspapers, literacy materials, and English as a second-language materials.

1976-1977: While the pilot projects continue, the results of the first year will be evaluated and successful methods identified. Further exploration and study will be undertaken to find ways of applying these methods in counties having few and scattered persons of limited English-speaking ability. One or more workshops will be held to prepare administrators and staff members for developing service in this area.

1977-1978 ff: Grants-in-aid will be made to county or regional libraries in the third priority, ie., those having few and scattered individuals of a foreign stock. Projects and programs will be developed individually to fit local circumstances, using the guidelines and experience derived from the pilot projects.

Criteria for service to persons of limited English-speaking ability:

(1) Criteria: Library services to meet the specialized needs of persons of limited English-speaking ability shall be developed in any county or region where there are identifiable groups of

(a) Individuals who were not born in the United States or whose native language is a language other than English, or

(b) Individuals who come from environments where a language other than English is dominant and who, by reason thereof, have difficulty reading and understanding the English language.

(2) Priorities: A needs assessment conducted in early 1975 revealed no high concentrations of non-English-speaking persons in South Carolina but indicated various small groups with different levels of need for library services. At the present time, these groups are located in the metropolitan areas with only scattered individuals found in rural areas except for those counties utilizing migrant workers. Therefore, initial priorities shall be:

(a) Metropolitan libraries serving identifiable groups of individuals of a foreign stock, including Charleston, Greenville, and Richland Counties.

(b) Libraries in counties having significant numbers of migrant laborers of limited English-speaking ability, including Beaufort, Charleston, and Spartanburg Counties, and

(c) Other counties having scattered individuals of limited English-speaking ability.

The State Library will review annually the need for library service for persons of limited English-speaking ability and revise the priorities and programs whenever new groups needing service are identified.

Sources Used to Determine Location of Persons of Limited English-Speaking Ability:

(1) U. S. Department of Commerce, Bureau of the Census, 1970 Census of Population.

(a) General Social and Economic Characteristics, PC (1)-C42

(i) Table 49. Ethnic Characteristics by Race, for Urban and Rural Residence: 1970.

(ii) Table 119. Social Characteristics for Counties: 1970.

(b) Detailed Characteristics, PC (1)-D42

(i) Mother Tongue of the Population by Nativity, Parentage, and Race: 1970.

(c) Number of Chinese by Counties of the United States, 1970. U. S. Maps, GE-50, No. 50 (C56.242:50)

(d) Number of Japanese by Counties of the United States, 1970. U. S. Maps, GE-50, No. 51 (C56.242:51)

(e) Number of Persons of Spanish Origin by Counties of the United States, 1970. U. S. Maps, GE-50, No. 52 (C56.242:52)

(2) S. C. State Employment Service. Rural Manpower Service. Interstate Migratory Workers Employed in South Carolina - 1974.

(3) S. C. Department of Education. State Migrant Supervisor. Report. 1975.

(4) U. S. Department of Health, Education, and Welfare. Office for Civil Rights. Directory of Public Elementary and Secondary Schools in Selected Districts. Enrollment and Staff by Racial/Ethnic Group. Fall 1972. (OCR 74-5)

For further information see: "Library Service for South Carolinians of Limited English-Speaking Ability; An Assessment of Need and Feasibility" which is appended to this document.

Goal:

IID. To establish larger units of service (i.e. regions) with adequate population and financial bases to provide quality library service.

Summary, 1974-1975: Clarendon, McCormick, and Williamsburg counties remain the areas most in need of the advantages of regional service. In each instance, State Library representatives met with library boards and conferred with legislators and/or local officials to review library needs. The inequities between funding and service levels in these counties and in counties representing potential partners still constitute barriers to successful regional programs.

Implementation:

1975-1976ff: The State Library will continue to work toward regional development in selected areas by means of a program of information, promotion, and planning in cooperation with county officials, librarians, trustees and citizens. When a regional library is feasible, the State Library will assist in the planning process — developing proposals for organization, administration and funding; and preparing contracts for establishment of the region and for a regional library demonstration program.

Assuming the availability of state and/or Federal funds, a five-year Regional Library Demonstration Program will be initiated in the area selected. As in previous regional demonstration programs, the project will be governed by terms of a contract among county libraries establishing the regional system and a contract between the regional library board and the State Library. The purpose is to organize a library system with a population and tax basis large enough to insure support for library service approaching national standards and to demonstrate the mutual benefits achieved by the pooling of resources and effort. The State Library will provide advice and assistance in establishing the new system and make grants-in-aid on a descending scale to aid in initial cost. Local support will increase gradually until the member counties assume full financial responsibility at the end of five years.

Goal:

IID1. To assist new or weak county library systems to develop minimum levels of service and financial support prerequisite for regional organization.

Summary, 1974-1975: A County Upgrade Project designed to aid established county library systems which have not achieved desired levels of service was initiated to succeed the County Library Project. The reorganized Dillon County Library was the first recipient of a grant-in-aid, receiving a salary grant for a professional librarian to supervise reorganization and development. Clarendon County was offered a grant to help acquire a basic book collection but was unable to qualify since a county library headquarters was not opened during the year. Clarendon County continues to be served by bookmobile through contract with the Sumter County Library.

Implementation:

1975-1976: The Dillon County Library will receive a third and final grant-in-aid. The offer to Clarendon County will be renewed. Assistance will be offered to Dorchester County in reorganizing the county system and overcoming problems stemming from the geographical division of the county. The field staff will survey other small county libraries to determine which one is next in priority for assistance. Each County Upgrade Project is specifically planned to fill the needs of individual libraries; terms and conditions are specified in a contract between the State Library and the local library. Grants-in-aid are offered for one or two years on the basis of applications demonstrating need and willingness to accept assistance in a complete review and possible revision of organization, administration, services, and procedures. Priority will be given to libraries which do not have a professional director, have demonstrated local effort to improve services, and have not previously participated in any demonstration project. Project grants may be used for such purposes as employing a professional or a pre-professional librarian, developing rural library service, or building adequate collections.

Goal:

IIE. To strengthen metropolitan libraries which serve as regional resource centers.

1. To build strong reference collections and improve reference services.

Summary, 1974-1975: It was possible to again provide grants under the Metropolitan Libraries: Area Resource Centers Project to improve reference resources. Six libraries participated in the project, the three Area Reference Resource Centers receiving $20,000 each and the Metropolitan Libraries receiving $7,500 each to improve reference resources in order to serve as resource libraries for surrounding areas. Each recipient library hosted a meeting of public, academic, and special librarians in its area to discuss means of interlibrary cooperation and to exchange information on resources available.

Implementation:

1975-1976ff: Metropolitan libraries will participate in all grant programs described above for which they qualify. If LSCA funds are available grants will again be made under the Metropolitan Libraries: Area Resource Centers Project to strengthen reference resources. The purpose is to improve reference service to the people of the entire state.

Goal:

IIF. To encourage provision of public library facilities adequate in space, design, and access to meet the needs of the community.

1. To provide planning and consultant service for construction and renovation programs.

2. To assure accessibility to the public generally and the physically handicapped specifically by enforcing standards of location and design.

Implementation:

Year 1 through 5: Under the LSCA Title II: Administration Project the State Library will provide general information and consultant assistance to libraries planning construction programs and monitor actual projects to determine that they comply with all State and Federal laws and regulations which apply.

The State Library will employ professional architectural and engineering consultants to review building plans and recommend changes and improvements and in the event that Title II is funded again, will employ a Construction Officer to supervise federally aided library construction projects.

Goal:

IIF3. To provide incentive grants for construction or renovation on a matching basis.

Implementation:

Year 1 through 5: Contingent upon the funding of LSCA Title II, the Public Library Construction Project will be continued, whereby each year grants are offered to qualifying county and regional libraries to aid in the construction of public library buildings. Grants will be approved on the basis of the following criteria, priorities, and procedures:

(1) Criteria: To participate in funds under Title II, the public library must be legally established and meet requirements for State Aid and for participation in grants-in-aid from Federal funds administered by the library.

Construction projects will be approved only for those libraries which are without library facilities necessary to develop library services. This fact will be substantiated by an on-the-spot survey of existing facilities and a review of the service provided by the system made by a staff member of the State Library. Existing facilities will be measured against recommended standards for public library housing as exemplified in Wheeler-The Small Library Building and in the Interim Standards for Small Public Libraries and in Wheeler and Godhor-Practical Administration of Public Libraries.

Any library construction project approved for an LSCA grant must follow the procedures and meet the requirements of the following legislation and any other subsequently enacted legislation affecting LSCA construction projects:

1. Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the Regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title

2. National Environmental Policy Act of 1969 (NEPA) (P.L. 91-190)

3. National Historic Preservation Act of 1966 (P.L. 89-665)

4. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646)

Any library construction project approved for an LSCA grant must follow the procedures and meet the requirements of the following:

1. A formal intent to apply for Federal funds must be filed with the regional and State clearinghouses.

2. The application must be reviewed by the appropriate regional and State clearinghouses.

3. Building must be designed to meet the requirements of accessibility to and usability by the physically handicapped.

4. The applicant must agree to maintain an official inventory list of equipment and furnishings. A copy of this list must be filed with the State Library to be maintained as a part of the permanent inventory record.

5. Display of signs. The sites of all construction projects shall display a sign stating that Federal funds under the Library Services and Construction Act are being used for such construction. When specifications call for a plaque in the completed building indicating the date of completion and source of funds, funds under the Act shall be noted.

The State Library will not expend Federal funds (and State and local funds required for matching such Federal funds) for acquisition of existing buildings to be used as a public library or for construction sites which will entail the resettlement of any individual or business.

A second grant for building construction will not be made to a county library system unless no approvable projects are submitted by county libraries which have not received a previous grant.

(2) Priorities: The criteria to be applied in establishing a priority among applicants are as follows:

(1) The headquarters building of those counties in which the county libraries have been designated to be developed into area resource centers.

(2) County library headquarters buildings in regional systems serving 100,000 and over, and which provide housing for the regional headquarters office.

(3) County library headquarters buildings in counties serving populations of from 20,000 to 100,000 or over.

(4) Temporary buildings to house branch library service in expanding suburban areas, used as part of an experiment to determine the optimum location of branch libraries in metropolitan areas.

(5) Branch library buildings serving a population area of 5,000 or more in county or regional library systems. The plan of construction and the location of the branch must be based upon a carefully developed plan for the location and development of branches to serve the entire area of the system.

(3) Amount of grants:

The allocation of funds for the construction projects will be as follows:

Branch libraries (permanent or temporary) serving populations of 5,000 or more in systems meeting requirements for State and Federal grants, $25,000 or 62.73* per cent of the cost of the total project, whichever amount is the smaller.

The headquarters of county and regional library systems meeting all requirements for State and Federal grants and serving 20,000 to 30,000, $50,000 or 62.73* per cent of the total cost of the construction project, whichever is the smaller.

The headquarters of county and regional systems serving 30,000 to 75,000 and meeting State and Federal requirements for grants, $75,000 or 62.73* per cent of the total cost of the project, whichever is the smaller.

The headquarters of county and regional systems serving 75,000 or more and meeting State and Federal requirements for grants, $100,000 or 62.73* per cent of the total cost of the project, whichever amount is smaller.

ALL GRANTS CONDITIONAL UPON AVAILABILITY OF FUNDS

(4) Appeal of decisions:

Any library having its application for a construction grant denied may have its request reviewed by a referee appointed by the State Library. This referee will review the application carefully and make recommendations to the State Library.

* This figure represents the current ratio of Federal to State/Local funds (1974;/75- Federal share 62.73% with matching requirement 37.27%). Figure will be adjusted as new ratios are promulgated.

Goal:

III. To promote the establishment and development of institutional library service capable of supporting treatment, education, and rehabilitation programs in State health and correctional institutions.

A. To establish and administer effective State standards governing personnel, materials, equipment, space, and physical facilities for institutional library service.

B. To stimulate recognition of library service as an integral part of education and rehabilitation by State institution administrators and personnel and institutional financial support for library service.

Summary, 1974-1975: The Central Correctional Institution dedicated new library quarters and put a new bookmobile into operation to provide service to outlying units of the correctional system. The Wateree Institution implemented a "Hooked on Books" reading program for inmates. The State School for the Deaf and Blind added an assistant librarian with primary responsibility for service to the blind. Both State Hospital and Crafts-Farrow were able to employ an additional full-time staff member, allowing each to start bibliotherapy sessions, to provide ward service, and freeing the librarian for professional duties.

As indicated under Goal I, the responsibilities of the Consultant for Special Programs were separated into those of the Director, Library Services for the Handicapped, and a new Consultant for Institutional Libraries assumed responsibility for development of service to institutional libraries. It is anticipated that this will make possible more frequent communication and better supervision of library service.

1975-1980: The State Library will continue to provide supervision and assistance in developing institutional library services. Staff members will provide orientation and supervision of inexperienced or untrained librarians, consultation and advisory assistance to librarians and administrators, and general information and promotion to stimulate progressive measures for the improvement of library services to institutional staff and residents. Institutional librarians share in training opportunities under the Workshop Project.

Goal:

IIIC. To provide technical professional advice and assistance on a continuing, consistant basis.

Summary, 1974-1975: The Consultant for Special Programs and later the Consultant for Institutional Libraries worked with each librarian, analyzing needs and services, making recommendations for improvement, and planning for library development. Activities range from recruiting of new personnel, to orientation of new librarians, to assistance in planning new library quarters.

Implementation:

1975-1980: The State Library, through the Consultant, will continue to offer consultation and advisory services to state institutions. Agencies which presently employ pre-professional librarians, such as the Department of Youth Services, will be encouraged to employ a professional library supervisor to plan and coordinate services of libraries within the Department. The several agencies which are expanding either services or physical plant will be encouraged to extend library services in an appropriate manner. Where facilities are being consolidated as a result of reorganization, the library programs will be reviewed and revised as needed.

Goal:

IIID. To recruit and train qualified library personnel.

1. To provide continuous in-service training opportunities with emphasis upon the special skills and techniques for work with patients and residents of institutions.

Summary, 1974-1975: The State Library functions as an informal placement agency for institutional libraries, soliciting applications, screening applicants, and advising concerning the selection of personnel. By these means, a number of positions were filled with well qualified individuals during the year. Due to the heavy demands of the Library for the Blind and Physically Handicapped, no workshops for institutional librarians were held during the year. Individual instruction concerning project requirements and procedures were given each librarian as needed.

Implementation:

1975-1980: Each year the Consultant will plan and direct a series of short workshops dealing with such areas as book selection, technical processing, reference techniques, story-telling, use of A-V materials, etc. She will be assisted by members of the State Library staff having special qualifications in each area.

Goal:

IIIE. To develop collections adequate to meet the needs of patients and residents.

1. To provide incentive grants for improvement of collections to institutions meeting minimum requirements.

Summary, 1974-1975: The Book Collection Improvement Project was extended to eleven institutions having established libraries in charge of trained professional or pre-professional librarians. The grant to the Department of Corrections included seven units now considered to be branches of the department. Grants were made according to a formula based on population served. Local book budgets were maintained and in some instances increased

over the level of the previous year. The approved selection tools were expanded to meet the needs of the institutions serving the mentally retarded. Upon request institutions were permitted to use a portion of the grants for audio-visual materials.

Implementation:

1975-1980: The Book Collection Improvement Project for institutional libraries will be continued. Institutions which have established libraries in charge of trained and experienced professional or pre-professional librarians may qualify for financial assistance in the purchase of books, periodicals, audio-visual materials, and certain pieces of equipment which will allow for the improvement of library service to residents. The grants will be made on the basis of the size of the institution and its support of the library. The institutions will be required to select the books from lists and bibliographies especially recommended for institutional service. Books will be selected within the institution, processed and housed either in the main institutional library or in suitable quarters provided in a branch of the institution.

Goal:

IIIE2. To provide service programs, planned to meet specific needs, to institutions too small to maintain a full program of library service.

Summary, 1974-1975: On-going programs, involving deposit collections and contract services, continued at the two alcoholic centers operated by the Department of Vocational Rehabilitation, at the Addictions Center of the Department of Mental Health, and at the South Carolina Crippled Children's Convalescent Center operated by the Health Department.

Implementation:

1975-1980: The on-going Library Services for Exceptional Children Project will continue. It makes possible experimental programs conducted to determine the best means of handling library service to small State institutions serving exceptional children. A successful project now in operation provides library service to the South Carolina Home for Crippled Children (36 residents) under a three-way contract between the Home, the Florence County Library, and the State Library. The Florence children's librarian visits the home on a regular schedule, conducts storyhours, shows filmstrips, or plays recordings, and circulates books. In this case, the project is supervised by the librarian of the Florence County Library and by the Consultant for Institutional Libraries.

The Addictions Center, presently constructing new facilities, plans to provide library quarters in the new building. When these are nearing actuality, the program will be re-examined to determine how service can best be improved for this agency. The Consultant will work with the librarian and administrators of the Department of Corrections to plan for library service to the county prisons being transferred to the state correctional system.

Goal:

IIIF. To provide reference services and supplementary resources for professional personnel in health and rehabilitation institutions.

Summary, 1974-1975: The Consultant for Special Programs promoted the reference and interlibrary loan service by informing librarians and administrators of resources available. Several librarians were further acquainted with services and materials by means of guided tours of the State Library. As a result several institutions have increased their use of interlibrary loans.

Implementation:

1975-1980: All of the reference and interlibrary loan resources of the State Library will continue to be available to institutional personnel. The Reference Staff will publicize and promote the services. They will also compile and distribute bibliographies and reading lists of materials in the State Library collection which will be of value to institutional personnel.

Goal:

IIIG. To test and develop programs of bibliotherapy and service for emotionally and educationally handicapped individuals.

Summary, 1974-1975: Collections of paperback books of high reading interest especially selected to meet needs of residents continue to be placed in rehabilitation centers, addictions centers, and certain correctional units under the Adults with Special Problems Project. The Consultant worked with counselors in promoting use and selecting titles for therapeutic as well as recreational purposes. As a result of requests from staff and patients, collections were enlarged by new acquisitions as well as periodically renewed. Following the pattern established by the State Library, the Department of Corrections is now serving pre-release centers with collections of paperback materials.

Implementation:

1975-1976: The project for Adults with Special Problems will be continued on the present basis, serving the alcoholic rehabilitation centers and drug addiction centers as well as the new pre-release centers.

Goal:

IV. To provide special programs of library service for visually and physically handicapped residents.

A. To encourage greater use of services for the handicapped by a continuing program of publicity, promotion and education.

Summary, 1974-1975: To inform potential users of the services for the blind and physically handicapped, new publicity materials were distributed. Brochures were distributed through local libraries, doctor's offices, and local outlets of the Commission for the Blind. Radio and newspaper publicity promoted use of the new facility. The Director, Library Services for the Handicapped appeared on several radio talk shows to publicize services. Local librarians cooperated in publicizing the change in service and in informing their communities of the availability of services to the handicapped.

Implementation:

1975-1980: The S.C. Library for the Blind and Physically Handicapped will continue an intensive public relations effort aimed at informing all potential users of the service available and promoting the service to present readers. Through the Library Interpretation Project (see Goal VC) new materials and techniques will be developed for a stepped-up campaign of publicity and promotion which will utilize various news media with the emphasis on radio. In addition staff members will disseminate information about library services for the handicapped by first informing public and institutional librarians and the personnel of agencies and organizations serving the handicapped and then using the facilities of such agencies and organizations to identify and reach potential library users. A newsletter to be published quarterly by the Library for the Blind and Physically Handicapped will help inform readers of services available.

Goal:

IVB. To provide a full range of reading materials -- talking books, open reel tape, cassettes, large print, and braille -- for handicapped readers in South Carolina.

Summary, 1974-1975: The first full year of operations for the South Carolina State Library for the Blind and Physically Handicapped was highly successful. With staffing and organization completed, the library provided talking books on disc, open-reel tape and cassette for South Carolina readers. Registration and circulation increased at a gratifying pace, and the response of users was both favorable and enthusiastic. The large-type collection for the partially sighted was enlarged (Goal IVC2), and a catalog of this collection prepared. Braille readers continued to receive service from North Carolina through contract.

Funding for the Library for the Blind and Physically Handicapped was provided at the level requested, permitting the anticipated growth and expansion of the library to proceed as planned.

Implementation:

1975-1976: The Director, Library Services for the Handicapped will continue to supervise the provision and development of library service to blind and handicapped South Carolinians. The South Carolina Library

for the Blind and Physically Handicapped will offer a full range of services except for braille materials which will continue to be supplied from North Carolina. New tape duplicating equipment for recording materials of local interest will permit improved services. Efforts will concentrate on reaching handicapped persons who are potential users.

1976-1977 and thereafter: Succeeding years will be devoted to consolidating and expanding the program. The collection of materials will be strengthened and enlarged. Promotion and publicity will be continued in order to inform all eligible persons of services available with the expectation of substantially raising the percentage of persons served.

Goal:

IVC. To make library service accessible to handicapped individuals at the local level wherever possible.

1. To develop browsing collections of talking books, tapes, and cassettes, in major metropolitan libraries.

Summary, 1974-1975: Five browsing collections were available during the year in public libraries located in the major population centers. Although use of these collections is limited to a relatively small group, the service is very valuable to those interested in being able to examine materials personally. This is one means of permitting handicapped readers to continue their association with local library services.

Goal:

IVC2. To provide collections of large-type books for visually handicapped readers.

Summary, 1974-1975: The State Library continued to build a collection of large-type books available on interlibrary loan to visually handicapped patrons of the South Carolina Library for the Blind and Physically Handicapped. Selection of books was done by a member of the Field Services Staff who also developed an annotated catalog of the large-type collection.

Implementation:

1975-1976: The collection of books will be maintained and strengthened by new titles. A supplement to the catalog of the large-type books will be prepared and distributed to libraries and eligible individuals. Suitable publicity will be disseminated to make this new service known to potential readers.

Goal:

IVC3. To encourage participation by handicapped readers in established library programs.

Summary, 1974-1975: The Director, Library Services for the Handicapped worked with the Field Services Staff in planning for the American Patriot Reading Club. Visually and physically handicapped children were included in the activities of this program. They may receive books from the Library for the Blind and Physically Handicapped with the usual recognition of achievement, and they may participate in the additional activities -- story hours, contests, field trips — in the local library. During the year, several county libraries sponsored a series of story hours for deaf children conducted by either librarians or volunteers.

Implementation:

1975-1976: The Director, Library Services for the Handicapped and the Field Staff will continue to explore means by which handicapped persons may be included in local library activities. The cooperation of local library staff will be sought and special emphasis will be placed on making them aware of handicapped users as a part of the library audience. Libraries will be encouraged to develop special services for the handicapped.

Goal:

IVD. To coordinate library services for the handicapped with programs of the S.C. Commission for the Blind, the Vocational Rehabilitation Department, the State Department of Education and other agencies and organizations serving the handicapped.

Summary, 1974-1975: The Director, Library Services for the Handicapped met several times with the Aurora Club and addressed the group on one occasion. He also worked with the Citizens for Advancement of the Physically Handicapped. He and the State Librarian conferred regularly with representatives of the South Carolina Commission for the Blind. The State Library and the Commission for the Blind implemented an agreement, designed to avoid duplication of services, which specifies the responsibility of each agency in meeting the needs of handicapped citizens.

Implementation:

1975-1976ff: The Director, Library Services for the Handicapped will act as liaison between the State Library and all other groups serving the handicapped, establishing direct communications with key personnel by means of regular conferences and meetings. The aim is to coordinate programs, eliminate unnecessary duplication, and provide mutual assistance in implementing programs.

Goal:

V. To facilitate optimum utilization of South Carolina's total library resources by means of cooperation and reciprocal activities among libraries of all types and at all levels.

A. To provide a rapid communications system among libraries to facilitate location of media information and resources.

Summary, 1974-1975: The on-going Communication Network project was continued for the purpose of coordinating the resources of the major state colleges and universities, public libraries, and the State Library. The project strengthens reference and interlibrary loan service. The network makes possible a system of referrals in which the South Carolina State Library serves as a switching center for public and special libraries and the University of South Carolina for colleges and universities. TWX installations in the State Library, USC, and the three Area Reference Resource Centers in Charleston, Greenville, and Florence utilize the WATS line maintained by the State for the use of State agencies and institutions. A brochure explaining the network concept was given wide distribution throughout the state to promote understanding and use of the library network.

Impelmentation:

1975-1976ff: The Communication Network will be continued indefinitely on the existing basis, supplemented by the In-WATS telephone system mentioned below.

Goal:

VA2. To provide an In-WATS telephone system connecting local libraries with the State Library.

Summary, 1974-1975: The State Library initiated In-WATS service to connect local public and institutional libraries with the State Library in 1973-74. The purpose of the project is to facilitate interlibrary loan service, speeding up communication between other libraries and the State Library. The new program operates smoothly, resulting in more rapid service and producing a noticeable increase in the volume of interlibrary loan requests. The service has been unnusually well received by librarians and patrons and has resulted in very favorable reactions from the media and the public.

Implementation:

1975-1976ff: The In-WATS telephone system will be continued indefinitely on the existing basis.

Goal:

VB. To establish and maintain a system of Area Reference Resource Centers which will provide an improved level of reference service for all residents.

Summary, 1974-1975: The Greenville Area Reference Resource Center resumed operations July 1, 1974, following the hiatus of FY 74 due to LSCA funding difficulties. The former Regional Reference Librarian resumed her position. Activities were directed primarily toward developing reference service to business and industry. The most

notable event was participation in ITEX-74 (see below). A reassessment at the end of the year resulted in a redirection of effort intended to improve the level and quality of reference service within libraries of the area.

Implementation:

1975-1976: The Greenville ARRC will continue operations. The State Library is providing a grant-in-aid for personnel, travel, publicity, and communications. Materials will be provided through the Metropolitan Libraries -- ARRC Project (see Goal IIE1). The Regional Reference Librarian will serve as field consultant to area libraries, advising and assisting in strengthening local reference collections and training staff members in the tools and techniques of reference service.

1976-1977: Future development of the ARRC program will depend upon the effectiveness of the Greenville project. The State Library will evaluate the program in relation to the status of LSCA, State Aid, and local funds, and determine the future plan of development.

Goal:

VB1. To develop and promote special reference services for business, industry, and government.

Summary, 1974-1975: The six libraries participating in the Metropolitan Libraries -- ARRC Project were encouraged to strengthen their business and government resources in order to improve service to these target groups. The Greenville County Library and the Florence County Library publish and distribute regular newsletters calling attention of businessmen and government officials to resources, services, and library related programs.

The Greenville ARRC and the S.C. State Library cooperated with the state library agencies of Georgia and North Carolina in presenting an exhibit at ITEX-74 (International Textile Exhibition) to publicize library service to business and industry.

Implementation:

1975-1976: The State Library will strengthen its business resources and utilize WATS and TWX to provide better back up service for local libraries serving business, industry, and government.

Goal:

VB2. To provide guidance and coordination of specialized aspects of library service from experienced professional librarians shared by libraries in the ARRC service area.

Implementation:

1976-1978: In areas where regional systems have not developed to provide specialized personnel for small libraries, the State Library will assist local libraries in assessing personnel needs and exploring the feasibility of sharing specialists under mutual contracts or of contracting for special services from the ARRC headquarters library. Potential

areas of service include but are not limited to children's service, adult service, technical service, and bookmobile service.

1977-1978: Groups of libraries will be invited to submit proposals for pilot projects designed to demonstrate the benefits of interlibrary cooperation. Criteria for approval of projects will be demonstrated need, feasibility, cost, availability of personnel, and local funding. The State Library will offer an incentive grant to aid in funding one or more projects for a period from one to three years.

Goal:

VC. To interpret library service to the government and the public and to promote a climate of public opinion favorable to library development.

Summary, 1974-1975: The Library Interpretation Project was continued with the aim of building up the use of the library by individuals and groups in the community by increasing public understanding of the library program and the services provided. The program is conducted by a firm of public relations specialists under the supervision of the State Library. Releases for statewide distribution were prepared on all major programs and special projects. The project provided important support for the South Carolina Library for the Blind and Physically Handicapped, the American Patriot Reading Club, the Communication Network, the Film Program, and all LSCA projects.

Implementation:

1975-1980: The Library Interpretation Project will be continued on essentially the same basis, developing publicity to support current projects and utilizing all news media as needed. During 1975-76 the program will concentrate upon promotion of the South Carolina Library for the Blind and Physically Handicapped, the American Revolution Bicentennial, the Film Service, service to the unemployed and persons affected by the recession, and outreach programs.

Goal:

VC1. To provide accurate and current information on library development within the state to all public, college, university, and special libraries in the state.

Summary, 1974-1975: The Intercommunications Project provided a monthly newsletter to all public, college, university and special libraries in the state. Communication among the various types of libraries is essential because the goal of interlibrary cooperation can only be accomplished through the full understanding of the program by the participants. The newsletter permits an exchange of ideas among librarians of various types of libraries and keeps them informed of developments in the state, region, and nation which affect their programs with special emphasis on the need for cooperation and for sharing of resources.

Implementation:

1975-1980: The successful Intercommunications Project will be continued on the existing basis.

Goal:

VD. To provide bibliographic access to major library collections in the state by exchange of microfilm catalogs between the State Library and the State universities and the provision of the State Library microfilm catalog to public and institutional libraries.

Summary, 1974-1975: The Microfilm Catalog and Shelf List Project was continued and expanded. Previously it involved the exchange of microfilm catalogs between the State Library, the University of South Carolina, and Clemson, and the deposit of the State Library's microfilm catalog in the three ARRC's. The second edition of the State Library's microfilm catalog was produced in 1975. The microfilm catalog was placed in each public library headquarters and in certain institutional libraries. This improves access to the State Library collection by making known retrospective holdings.

The objective of the project is to improve reference service and interlibrary loan service for all library users in the state and to coordinate the use of the resources of major libraries within the state.

1976-1980: The State Library's microfilm catalog will be kept up-to-date by means of annual supplements with new editions planned every five years.

Goal:

VE. To develop a regional federal documents depository for the state of South Carolina, jointly operated by the State Library and the University of South Carolina, and accessible to all libraries within the state.

Summary, 1974-1975: Realization of this goal continues to await the completion of the new library at the University of South Carolina, since the University's library administration is not willing to undertake such a program until after completion of construction.

In the meantime, the State Library has been designated a partial federal documents depository and is developing a collection of documents considered essential for service to State government and public libraries.

Implementation:

1975-1976: The State Library and the University of South Carolina will again study the feasibility of a regional federal depository, investigating methods of administration, staffing, housing, and costs. If both parties agree to proceed with the program, contracts will be prepared and funding sought during the 1975 session of the General Assembly.

The purpose of the project will be to make the full range of federal documents available to all South Carolina libraries by means of rapid copying and loan service with a minimum duplication of operations and expense.

1976-1977 or thereafter: When necessary funds are obtained, a qualified documents staff will be employed to implement the program.

Goal:

VF. To make the results of current research available for application to local and State problems by computerized access to the Educational Resources Information Center (ERIC).

Summary, 1974-1975: The ERIC Project which was initiated in cooperation with the State Department of Education was continued by the State Library alone after the Department revised its priorities. The ERIC Project provides a research facility essential to bring the results of authoritative research to the solution of problems in school, library, and community. The State Library houses and services the complete set of ERIC documents on microfilm. New equipment for microfiche reproduction was purchased following changes in type of film used for ERIC documents. A workshop planned for FY 75 was postponed until a decision to continue ERIC was made at the national level.

Implementation:

1974-1975: The reference staff plans to hold a workshop for librarians of all types of libraries to explain the nature, purposes, and resources of the ERIC project. It is anticipated that more use will be made of these resources if all librarians are better acquainted with the types of information available.

Goal:

VG. To develop a statewide interlibrary loan code.

Summary, 1974-1975: The new state code was approved by the South Carolina Library Association in October 1974. The State Library follows its regulations for its own interlibrary loan service within the State and assists public and institutional libraries in its implementation.

Goal:

VH. To encourage cooperative programs of service among all types of libraries within the local community and at the State level.

Summary, 1974-1975: Support of the Southeastern States Cooperative Library Survey continued. The State Librarian served as chairman of the SELA Advisory Committee and the Deputy Librarian chaired the South Carolina Advisory Committee on the Survey. The State Library coordinated distribution of questionnaires, collection of returns, and editing of the LIBGIS survey for public libraries in the state. Other cooperative activities centered around the meetings held in conjunction with the Metropolitan Libraries Project, the Advisory Council meetings of the ARRC's, and the implementation of the interlibrary loan code.

Implementation:

1975-1980: The State Library will maintain communications and ensure a mutual exchange of information with the Department of Education through regular contacts with the Library Consultant for Secondary Education (who is a member of the LSCA Advisory Council) and the Library Consultant for Elementary Education. The TEC representative on the LSCA Advisory Council will serve as liaison between the State Library and the Technical Education Centers. The Field Services staff will work with local librarians in exploring means of mutual cooperation within counties and regions.

Goal:

VH2. To encourage further development of existing cooperative programs for and with academic libraries.

Summary, 1974-1975: As president of the South Carolina Library Association, the State Librarian met regularly with college and other section representatives on the SCLA Executive Board for planning and consultation. As a result of experience with the public library construction program, the State Library was consulted by several college librarians on building problems involving planning and equipping new or renovated buildings.

The State Library was designated by the Library of Congress to serve as the Union Location Center for South Carolina. Hereafter academic libraries not having the National Union Catalog Series will obtain locations in the Southeast from the State Library.

Implementation:

1975-1976ff: The State Library will work through the College Section of the South Carolina Library Association to maintain contacts with academic libraries, to exchange information, and to explore new opportunities for cooperation. Periodic conferences will be held with the Executive Committee of the Section, and a State Library representative will attend open meetings of the Section. In addition to promoting cooperation generally, specific aims of these contacts will be to extend the interlibrary loan network to all institutions of higher learning and to ensure coordination of Higher Education Act library programs and LSCA programs wherever feasible.

Goal:

VH3. To develop access to the resources of the special and privately supported libraries of the state.

a. To cooperate with the SCLA Special Library Section in identifying special libraries and their resources and in collecting and publishing statistics.

b. To develop mutual lending agreements.

Summary, 1974-1975: Because the SCLA Special Library Section did not arrive at a definition of a special library or its essential characteristics, work on a statistical report form for special libraries was not completed.

Implementation:

1975-1976ff: Work will continue on developing an annual statistical report form. Thereafter, the State Library will collect and publish special library statistics as part of its annual report.

The State Library will continue to work closely with the Special Library Section with the object of tying special libraries into the interlibrary loan network and of exploring new avenues of cooperation. As rapidly as possible, mutual lending agreements will be negotiated with individual libraries following the pattern of those already in effect.

CHAPTER II:

LIBRARY SERVICE FOR SOUTH CAROLINIANS OF LIMITED ENGLISH-SPEAKING ABILITY

AN ASSESSMENT OF NEED AND FEASIBILITY

In January - February 1975 the State Library explored the subject of library service for South Carolinians of limited English-speaking ability, in keeping with the new LSCA priority mandated by the Education Amendments of 1974. Efforts have been directed toward identifying and locating potential target populations, determining the degree of need for special library services, and assessing the feasibility of alternative methods of providing service. To these ends, we have:

(1) examined Census data and other statistical sources.

(2) reviewed the professional literature to identify successful programs in this area.

(3) talked with State agency representatives in North Carolina and Georgia to learn what is being done in neighboring states.

(4) conferred with individuals, representing agencies and organizations which could supply pertinent information about populations or related programs, including:

(a) Bobby Bowers, Chief, Demographic Statistics, Division of Research and Statistical Services

(b) Dr. Donald C. Pearce, Coordinator of Federal Funding, S. C. Department of Education

(c) Dr. J. K. East, Director, Office of Adult Education, S. C. Department of Education

(d) Benjamin Hollis, State Migrant Supervisor, S. C. Department of Education

(e) Emerson Westwood, Rural Manpower Service, S. C. State Employment Service

(f) Mrs. L. A. Rogerson, Executive Secretary, National Association of Foreign Student Advisers

(5) enlisted county and regional librarians to assess local needs and recommend possible approaches to service.

An examination of the Census data reveals that relatively few South Carolinians meet the criteria of: "(a) individuals who were not born in the United States and whose native language is a language other than English; and (b) individuals who come from environments where a language other than English is dominant, . . . and, by reason thereof, have difficulty speaking and understanding instruction in the English language." (Section 703(a), Title VII, Elementary and Secondary Education Act of 1965) Exact numbers cannot be determined from the Census since the only relevant data reported are for Foreign born, Foreign stock, Mother tongue, and Spanish language.

"Foreign stock" includes both the foreign-born and the native population of foreign or mixed parentage, i.e. all first- and second-generation Americans. According to Census instructions, "The data on mother tongue may not reflect a person's current language skills since the vast majority of persons reporting a mother tongue other than English have learned to speak English during or after their childhood." Since there is less than complete correlation between language capability and statistics on "foreign stock" and "mother tongue", the Census data are valuable chiefly for the location of potentially eligible populations and determination of maximum possible numbers. Bobby Bowers of Research and Statistical Services confirms these findings on Census data.

Keeping the foregoing reservations in mind, the 1970 Census of Population reveals that South Carolina has 14,364 foreign born residents and 35,436 of foreign or mixed parentage. Thus, the largest possible number of persons about whom we are concerned is 49,800, or 1.9% of the state's total population. Of eighteen language/nationality groups which may be identified (excluding the United Kingdom, Ireland, and Canada), only four include more than 2,000 persons: German, Spanish, Italian, and Greek. German and Spanish are by far the most heavily represented with some 10,000 individuals claiming each language as mother tongue. Three other languages--Polish, Russian, and French--are represented by at least 1,000 persons. All others include well under 1,000 each. (See Exhibit 1.)

Further examination of the Census data shows that the 49,800 individuals or the potential target population are scattered among all 46 counties in the state. For convenience as a working device, 250 was arbitrarily selected as a trial number for identifying language groups within a county. Reexamining the data from this viewpoint, ten counties were found to have groups of 250 or more for specific languages. These were the counties of Aiken, Beaufort, Berkeley, Charleston, Greenville, Horry, Lexington, Richland, Spartanburg, and Sumter. Again, the languages of interest were found to be German, Spanish, French, Italian, Russian, and Polish, with the first three having greater numbers of concentration by county. (See Exhibit 2.) Raising the trial number to 1,000, only Charleston and Richland are found to have groups of this size with the languages being German and Spanish.

In an attempt to test these findings, questionnaires were sent to the thirty-eight county and regional librarians. They were asked to investigate the subject at the local level: to identify ethnic groups which had maintained their linguistic identity, to assess the need for special library services for these groups, to identify other programs serving the non-English speaking population with which the library might coordinate programs, and to recommend kinds and methods of service which might be feasible. Twenty-nine librarians sent written reports on their findings. Six reported orally that they had been unable to identify any non-English speaking groups. The three who did not report were in counties having foreign stocks of 48, 36, and 137 respectively according to the Census. So no effort was made to follow up in these counties. (No questionnaire was sent to Clarendon County, but it has only 133 persons of foreign stock.)

The findings of the librarians bore out the Census report, except that in every case numbers reported were smaller than Census figures. Possibly this reflects a distinction between "foreign stock" and "persons of limited English-speaking ability". Twenty-five libraries either found no identifiable foreign language groups or so few individuals that they recognized no need for service. A typical response was: "We have isolated individuals scattered over the county: two or three Spanish families, several Greek families, a few German 'warbrides' who need things like cookbooks in German and English. All of these people speak English

more or less efficiently." Adding the four non-respondents to these twenty-five libraries, twenty-nine systems representing thirty-nine counties find no need for any kind of special library services in this area. Included in this number are Aiken, Berkeley, Horry, Sumter, and Lexington—five of the ten counties spotlighted by the Census figures.

Of the remaining libraries, four expressed some interest in the program but felt no great need for service. These included Anderson, Beaufort, Georgetown, and Spartanburg. Anderson reports some forty persons from France connected with Michelin: "The men of this group speak and read English, but members of their families do not. The library has had several requests for books and novels in French, as well as texts which teach English as a foreign language. In a year this demand will decrease when these people move back to France."

Beaufort reports, "During the early summer months we have a rather large transient population of Spanish-speaking migrant farm workers who are here for only a period of several weeks." Georgetown reports: "Forty or fifty Germans connected with the steel mill live in the county. This group is almost entirely bi-lingual, with the exception of a few of the children. There are also a number of Lebanese in the area. Most of these people have been here for many years, even for several generations, and very few do not speak English as their primary language." Spartanburg's survey was not completed due to a local crisis, but preliminary indications were that there are bi-lingual German-American professional people in the county plus numbers of transient migrants who may include some Spanish-speaking people.

The three libraries recognizing potential needs are those in the urban areas--Greenville, Charleston, and Richland. Even here the numbers were substantially smaller than anticipated. For example, a census conducted by the International Club of Greenville County identified 2,130 persons, including twelve language groups, ranging from 800 Spanish speaking to five Czechoslovakians. This compares to 4,802 persons of foreign stock as classified by the 1970 Census. Charleston's foreign population is extremely fluid since many are visitors or workers and businessmen connected with the ports. Only German, Greek, and Yiddish languages are represented by stable groups, and most of these are second and third generation Americans who are bi-lingual. Richland's foreign stock is composed primarily of student families and military dependents, also somewhat transient in nature.

Twelve librarians (including some who felt no local need) made recommendations as to how service might be initiated. Five think the State Library should develop a central collection of foreign-language materials from which all libraries could draw by means of interlibrary loan. Three suggested that grants be given to local libraries to establish book collections. Three others favored grants to purchase foreign newspapers and periodicals for the local library. One person suggested that we contract with libraries outside the state to fill interlibrary loan requests for foreign-language materials, including current and popular items not usually loaned. Several librarians pointed out specifically that materials of high literary and technical level are not needed; rather, current and popular leisure reading is needed in most cases. In some instances, as with migrants, easy reading materials would be the only useful type.

While awaiting responses from librarians, other sources of information were explored. The professional literature offered little assistance since almost all of the programs reported were designed to serve large numbers of persons sharing a common language and locale, such as the Cuban population of Miami or the Chicanos of the Southwestern states. Most programs involve establishing special branches or departments or bookmobile service for ethnic groups. Great emphasis is placed upon using bi-lingual staff of the same ethnic and language group as the persons being served. Certain information sources and selection tools that may be useful later were identified by this means.

Contacts with state agencies in North Carolina and Georgia did not contribute to a solution, since neither state had developed a plan of service at the time.

Dr. Donald C. Pearce, Coordinator of Federal Funding, S. C. Department of Education, reported that South Carolina is conducting no bi-lingual programs under Title VII of the Elementary and Secondary Education Act because the Office of Education does not consider that the number of eligible students justifies grants. A request to use Title VII funds for programs for Gullah children was refused on grounds that the Gullah dialect does not fall within the intent of the program.

Dr. J. K. East, Director of the Office of Adult Education, indicated that some work is being done in the area of teaching English to foreign-language persons. He said this is a very small phase of Adult Education work and is a fluctuating program. Whenever the local Adult Education supervisor recognizes a need or receives a request, arrangements are made for individual tutoring or occasionally for classes. The numbers involved at any one time are very small. If we should need it, Dr. East can provide a list of current instructors and locations although the information would have to be extracted from monthly reports.

Benjamin Hollis, State Migrant Supervisor, S. C. Department of Education, stated that the Department has conducted a program for the instruction of migrant children since 1967. At present fifteen school districts in ten counties carry on local programs, primarily in the spring and summer months. Programs include school library service. No statistics on ethnic groups are readily available, but Mr. Hollis estimates that 50 to 60% of the children are Spanish-speaking and many have difficulties with English. The Department estimates some 1000 migrant children pass through the state during a year, but only one-half to two-thirds of that number are usually enrolled.

Emerson Westwood, Rural Manpower Service, S. C. State Employment Service, indicated that no statistics are kept on the number of non-English speaking migrants. Until three years ago almost all were English speaking, but now significant numbers of Spanish-speaking people ("Mexican-Texans" and Puerto Ricans) are beginning to come in. An average of 5500 migratory workers are employed in the state during a year. Mr. Westwood stated that library service would be very difficult to provide the migrant workers for three reasons. (1) The large majority of workers, both English and Spanish speaking, are illiterate. Literacy instruction would be more helpful than library service per se. (2) The migrants work long hours, sometimes as much as twelve or more hours per day during the harvest season, and employers oppose any day-time activities that might interfere with work. (3) The migrants are extremely mobile. Although most employers use migrants for one to three months, many workers drift from camp to camp, staying only a few days or weeks in one place.

Mrs. L. A. Rogerson of the National Association of Foreign Student Advisers estimates that there may be as many as 10,000 foreign persons in South Carolina as students or dependents of students. The majority of these are in the metropolitan areas. They represent almost all nationalities, but Asian and African nations predominate. Since students must pass English proficiency tests, it is the wives and children who may not speak English. However, Mrs. Rogerson says that most are eager to be assimilated and are more interested in English instruction than other aid. All major colleges in the state have programs to instruct dependents in English. It is Mrs. Rogerson's personal opinion that the group most likely to be interested in foreign language materials would be the (Asian) Indians! Although they speak English, many wish to preserve their ethnic identity for religious reasons and are trying to teach their children their native tongue. The difficulty here is the number of dialects represented. If it is needed, Mrs. Rogerson can supply a list of NAFSA members or names of contact people on college campuses.

To summarize the foregoing information, the number of persons in South Carolina who can be classified as "of limited English speaking ability" is very small. This number is scattered, and there are few areas that can be considered to have concentrations. Those having the greatest potential need for service are the three urban counties - Charleston, Greenville, and Richland - which have mixed foreign stock populations and two other counties - Beaufort and Spartanburg - which have large numbers of migrants. In all five counties, the small numbers involved, the variety of languages represented, and the transient nature of the populations will make service difficult and expensive.

The majority of South Carolina's foreign stock falls into three categories: (1) professional people and their families, most of whom are bi-lingual or multi-lingual, but who may be interested in library materials in their native tongues as a means of maintaining their ethnic heritage; (2) foreign students and their families, where the students are bi-lingual but family members may not be. The latter are most likely to be interested in materials to aid them in learning English; and (3) migrant workers and their dependents, the majority of whom are likely to be illiterate and need literacy instruction. The languages most likely to be of interest are German, Spanish, and French. Greenville is interested in Russian materials and Charleston in Greek.

Looking at the potential means of providing library service to persons of limited English-speaking ability, the State Library has considered four alternatives:

(1) To mount a full-scale program involving special service outlets and bi-lingual staff at state and local levels. Although theoretically desirable, neither need nor available funding justify such an ambitous undertaking. With the continuing need to up-grade library service in general and programs for the disadvantaged specifically, the State Library must find an equitable balance among priorities.

(2) To establish a central collection of foreign language materials at the State Library, including at least the five languages deemed most important, available to all libraries in the state by deposit or interlibrary loan. The chief disadvantage of this plan is that materials would not be immediately accessible to readers and the attraction of browsing would be lost. On the other hand larger collections of specific languages would be possible and the few foreign language readers in small counties would have the same access as those in urban areas. Administration would be relatively simple. Although the State Library presently has no bi-lingual staff, it could handle the problems of selection, ordering, and processing more easily than could the local libraries.

(3) To provide grants to three or five county libraries for the purchase of materials and development of service. This proposal has the advantage of making materials easily accessible at the local level in those particular libraries and of involving local staffs more directly. The difficulties are that, with funds available, no library could develop a large collection in any one language and materials would soon be "read out" by interested patrons. If libraries attempted to specialize in a particular language, there would be problems of arranging loans or exchanges with other libraries. Most important, with one exception local staffs are not equipped to handle selection, ordering, and processing of foreign language materials.

(4) To contract with out-of-state libraries having strong foreign-language collections to fill interlibrary loan requests from South Carolina libraries. Initially, this seems to be the easiest and least expensive way for the State Library to meet the requirements imposed by the new LSCA priority. Readers would have access to good collections without the cost of acquiring and processing materials here. But

further consideration indicates serious difficulties. At best, this is likely to be token service. Even with careful orientation for library staffs and good publicity and promotion, it is probable that only a persistent reader or dedicated librarian would utilize the service. Also, the willingness of contracting libraries to supply current popular materials still in demand locally is questionable.

In view of the limited number of people to be served and the difficulties of reaching the scattered persons who might use the service, it appears that a period of trial and experimentation will be needed to develop methods of reaching target populations and of extending service to them. Therefore, it is recommended that the first step be to fund pilot projects for the five counties showing present evidence of potential needs. These projects would include two groups: (1) the metropolitan counties--Charleston, Greenville, and Richland--which have the largest numbers of individuals and of language groups which may need service; and (2) the three counties--Beaufort, Charleston, and Spartanburg--having significant numbers of migrant laborers. On the basis of experience gained in these pilot projects the program could be extended to the counties--now identified as Aiken, Berkeley, Horry, Lexington, and Sumter--which have no concentrations of limited English-speaking persons but have a scattering of individuals who may use the service. An annual review and reassessment will be needed to identify new groups potentially needing service.

Exhibit 1

COUNTRY OF ORIGIN OF FOREIGN STOCK* AND MOTHER TONGUE

	Country	Number		Mother Tongue	Number
1.	Germany	9,193	10,128	German	10,870
	Austria	935			
2.	Mexico	668	2,933	Spanish (though 10,999 are identified as Spanish speaking)	7,128
	Cuba	860			
	Other America	1,405			
3.	Italy	2,653			
4.	Greece	2,188			
2,000					
5.	Poland	1,701			
6.	U.S.S.R.	1,661			
7.	France	1,069		French	5,234
1,000					
8.	Japan	892			
9.	Czechoslovokia	704			
10.	Sweden	686			
11.	Switzerland	576			
12.	Netherlands	516			
13.	Hungary	479			
14.	China	408			
15.	Norway	392			
16.	Yugoslavia	391			
17.	Denmark	325			
18.	Lithuania	228			

* Includes foreign born and native born with foreign or mixed parentage.

Exhibit 2

SOUTH CAROLINA COUNTIES HAVING CONCENTRATIONS OF MORE THAN 250 INDIVIDUALS OF A FOREIGN STOCK (Possibly of Limited English Speaking Ability) [1]

Language / County	German	Spanish	French	Italian	Russian	Polish
Aiken	551	282				
Beaufort	476	925	407			
Berkeley	445	503				
Charleston	1,758	2,027	927	568	473	677
Greenville	854	793	534	266	(140[2])	
Horry	471	283				
Lexington	324	320				
Richland	2,524	2,832	863	508	435	342
Spartanburg	702	292				
Sumter	522.	882	573			

[1] Where figures on foreign stock and mother tongue differ, the higher figure has been used in each instance.

[2] This figure has changed substantially since 1970.

APPENDIX A

The Basic State Plan for Library Programs

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
REGION IV
50 7TH STREET N.E.
ATLANTA, GEORGIA 30323

OFFICE OF EDUCATION

November 21, 1975

Room 555

Miss Estellene P. Walker
State Librarian
South Carolina State Library
1500 Senate Street
P. O. Box 11469
Columbia, South Carolina 29201

Dear Miss Walker:

Enclosed is your copy of the Fiscal Year 1976 Amendments to the Basic State Plan for Library Programs under the Library Services and Construction Act as amended for South Carolina with cover sheet completed and text as approved. Two copies have been kept for the official files.

Sincerely,

Shirley A. Brother

Shirley A. Brother, Chief
Library Services Branch

Enclosure

COVER SHEET

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

AMENDMENT TO BASIC STATE PLAN FOR LIBRARY PROGRAMS UNDER LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED

Submitted by the State of South Carolina in accordance with the provisions of the Library Services and Construction Act, as amended, and the Regulations promulgated thereunder.

Submitted by South Carolina State Library
(Name of State Agency)

on July 1, 1975.
(Date)

By Estellene P. Walker
(Authorized Official)

Librarian
(Title)

To be completed by the Office of Education:

Date on which plan or amendment is effective: JUL 1 1975

Approval recommended _____ 10-2-75
Regional Commissioner Date

Concurred Dick W. Hays _____
Acting Director, OLLR Date

Concurred Dick W. Hays for _____ OCT 31 1975
Deputy Commissioner for School Systems Date

Approved _____ NOV 4 1975
U.S. Commissioner of Education Date

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

BASIC STATE PLAN AMENDMENT
(State-Federal Agreement)

LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED BY P.L. 91-600

The South Carolina State Library
(Officially Designated State Library Administrative Agency)

of the State of South Carolina, hereby agrees and assures that the Basic State Plan which serves as an agreement between State and Federal Governments under the Library Services and Construction Act, as amended, for which Federal funds are being requested for the fiscal year ending June 30, 1976, continues to be in effect as signed by the U.S. Commissioner of Education on August 13, 1971, except as otherwise indicated in documents listed below, copies of which are attached:

- [X] Maintenance of Effort Statement
- [X] Advisory Council
- [ ] Criteria:*
  - [ ] For determining adequacy of public library services
  - [ ] To Assure program priority to areas with low-income families
  - [ ] To assure program priority to areas with persons with limited English-speaking ability
- [ ] Other (identify)

South Carolina State Library
State Library Administrative Agency

P. O. Box 11469, Columbia, S.C. 29211
Address

Estellene P. Walker
Signature of Authorized State Agency Officia

Librarian
Title

*P.L. 91-600, Section 6(b)(4), as amended by P.L. 93-380, 8/21/74

STATE South Carolina
FY 1976

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
OFFICE OF EDUCATION

MAINTENANCE OF EFFORT CERTIFICATION

LIBRARY SERVICES AND CONSTRUCTION ACT, AS AMENDED BY P.L. 91-600

The South Carolina State Library :
(Officially Designated State Library Administrative Agency)

I. assures that it has available for expenditure under Title I of the Act in this fiscal year (FY 19 76).

A. From State and local sources:

1. Sums sufficient to earn its basic minimum allotment.

2. Not less than the total amount actually expended, in areas covered by the programs for such year, for the purposes of such programs from such sources in the second preceding fiscal year (FY 74).

B. From State sources:

1. Not less than the total State amount actually expended for such purposes from such sources in the second preceding fiscal year (FY 19 74).

II. assures that it will expend in this fiscal year (FY 1976) from Federal, State, and local sources, an amount not less than the amount expended by the State from such sources for State institutional library services, and library services and to the physically handicapped during the fiscal year ending June 30, 1971.

Estelle P. Walker
Signature of Authorized State Library Administrative Agency Official

STATE ADVISORY COUNCIL ON LIBRARIES

1. Public libraries:
   Mrs. Catherine Lewis, Librarian
   Horry County Memorial Library
   1008 Fifth Avenue
   Conway, South Carolina 29526

2. School libraries:
   Mrs. Margaret Ehrhardt
   Library Consultant
   State Department of Education
   810 Rutledge Building
   Columbia, South Carolina 29201

3. Academic libraries:
   Mr. Kenneth Toombs, Director
   University of South Carolina Libraries
   University of South Carolina
   Columbia, South Carolina 29208

   Dr. Robert C. Tucker, Librarian
   Furman University
   Greenville, South Carolina 29613

4. Special libraries:
   Miss Desmond Koster
   Medical University of South Carolina
   80 Barre Street
   Charleston, South Carolina 29401

5. Institutional libraries:
   Mrs. Sarah S. Harris, Librarian
   Horger Library
   South Carolina State Hospital
   P. O. Drawer 119
   Columbia, South Carolina 29202

6. Libraries for the handicapped:
   Mr. Vinton Smith, Jr.
   Director of Education
   Whitten Village
   Box 239
   Clinton, South Carolina 29325

7. Technical Education Centers:
   Mr. Martin R. Pautz
   Director of Learning Resources
   Greenville Technical Education Center
   Box 5539
   Greenville, South Carolina 29606

8. Library patrons:

Mr. Paul L. Ross (OEO)
Assistant Director
Plans & Coordination
S. C. Department of Social Services
North Towers Complex
1535 Confederate Avenue Extension
Columbia, South Carolina 29201

Mr. John Hills, Director (State Agency)
American Revolution Bicentennial Commission
Box 113
Edgar A. Brown Office Building
Columbia, South Carolina 29201

Dr. Carlanna Hendrick (Teacher)
514 Iris Drive
Florence, South Carolina 29501

Mrs. H. B. Richardson (College Trustee)
P. O. Box 250
Union, South Carolina 29379

Mr. John W. Califf, Jr. (Architect)
1442 Idalia Drive
Columbia, South Carolina 29206

Mrs. G. C. Bissell (Lawyer)
3103 Keenan Drive
Columbia, South Carolina 29201

Mr. H. Carlisle Bean (Library Trustee)
P. O. Box 81
Spartanburg, South Carolina 29301

Miss Arlene Bowers (Governor's Staff)
Division of Health and Social Development
INA Building, 3rd Floor
1800 St. Julian Place
Columbia, South Carolina 29204

The Honorable Hyman Rubin (State Senator)
P. O. Box 5506
Columbia, South Carolina 29250